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OSA-5820-63

13 November 1963

MEMORANDUM FOR THE RECORD

SUBJECT: Personnel Actions

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1.   Support Division informed this office, this date, that _____ had been selected to sit as the DAD secretary until a replacement can be obtained. This was at Mr. Cunningham's direction. An intolerable situation will be created in D/FA by _____ absence.

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a.   While _____ is gone, D/FA will be without secretarial or clerical help of any kind. _____ terminated her employment in this office on 8 November.)

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b.   It is neither fair nor efficient to continually take people from Operations Division as temporary expedients to fill the void caused by conditions of this kind. Within D/FA, Operations Division is the only one which has people who can be temporarily shifted about. Neither Materiel Division, Communications, nor Automation Branch is staffed in any way sufficient to provide help to other branches.
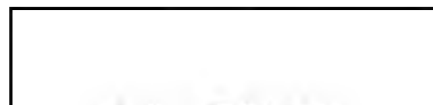
2.   It was understood that there would be a group of approximately five people to rotate the responsibility for supplying the DAD with a secretary until the permanent replacement was in place. So far D/FA has supplied two of the three. This was done at considerable cost to the Intelligence Division and at somewhat less cost to D/FA since at that time, _____ was still employed. With only one person to do both secretarial jobs in D/FA, the capacity to respond to requests for secretarial assistance does not really exist.

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3. It goes without saying that if DAD wants a specific person, he will get that person -- all other factors being resolved. It is equally obvious that D/FA and Operations Division cannot be expected to function efficiently if the secretarial or clerical personnel must be moved from pillar to post and back again to compensate for a void created by loaning personnel.

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D/FA (PLANS)

Distribution:
    1 -- SD/OSA
    1 -- D/FA/OSA
    1 -- D/FA/PLANS/OSA
    1 -- RB/OSA